

Minutes of the  
Dodge County Highway Committee Meeting  
November 5, 2020

**CALL TO ORDER:** The meeting of the Dodge County Highway Committee was called to order by the Chairman at 8:30 a.m. on November 5, 2020 in Rooms F & G of the Dodge County Administration building.

**ROLL CALL AND NON-COMMITTEE MEMBER COUNTY BOARD SUPERVISOR**

**ATTENDANCE:** The following members were present – Jeffrey Caine, Richard Fink, David Frohling, Jeff Berres, and Dale Macheel. There were no non-Committee County Board Supervisors in attendance. Commissioner Brian Field, Assistant Commissioner Nathan Kempke, County Administrator Jim Mielke, County Board Chairman Russell Kottke, and A. J. Schnitzer were also present. Operations Superintendent Steve Pett, Shop Superintendent John Haase, and Corporation Counsel Kim Nass were present for part of the meeting.

**PUBLIC COMMENT:** There were no public comments.

**APPROVE MINUTES OF THE OCTOBER 1 AND OCTOBER 9, 2020 MEETINGS:**

Motion by Fink and seconded by Frohling to approve the minutes of October 1 and October 9, 2020. Motion carried.

**SUPERINTENDENT REPORTS:** Steve Pett presented a report and photos of completed building and highway improvement projects from the 2020 season.

John Haase reported on equipment repair status and patrol truck annual inspection/repair status. Specifications and requests for proposals have been distributed to equipment vendors. Proposals and recommendations will be on the December 3<sup>rd</sup> agenda for consideration.

**COMMITTEE REPORTS:**

- Highway Condition/Safety Concerns – Fink thanked WiDOT and county crews for the pavement repair on STH 49 at CTH YY.

The current condition and traction properties on CTH AW were discussed.

**COMMISSIONER'S REPORTS:**

- Two portable changeable message boards have been ordered for guiding visitors to the COVID testing centers in Dodge County.
- The public input meeting for the CTH J (STH 16/60 – CTH G) bridge replacement was well attended on November 4<sup>th</sup> at the Town of Lowell town hall.

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- The current balance in the snow and ice control business unit is \$902,758.00.
- There was a backing accident involving the centerliner truck hitting a utility pole. Estimated damage cost is \$1,922.00.

**COVID CONTINGENCY PLAN DISCUSSION:** Field reported on staff efforts to develop a contingency plan to address COVID related employee shortages during snow and ice control events. Dodge County is participating in a five-county “table top” exercise in Dane County to develop contingency plans.

**PROJECT UPDATES:**

- Kempke reported that all 2020 highway improvement projects are paved, striped, and open. Some slope grading and beam guard installation projects continue.
- Ongoing concerns with occupancy light switches and concrete floor finish at the Reeseville shop are being addressed with Maas Brothers.

**DRAINAGE BOARD APPLICATION UPDATE:** Field gave an update on the conditional utility accommodation policy permit granted to the Drainage Board for a project on CTH I in the Town of Chester.

**REVIEW, CONSIDER, AND POSSIBLY TAKE ACTION ON THE FOLLOWING:**

- Driveway Appeal on CTH AH – Motion by Berres and seconded by Macheel to approve an access appeal to add a residential access with the requirement to remove a field access south of the new access. Motion carried.
- Hangar Lot Lease Transfers – Motion by Frohling and seconded by Caine to transfer the lease on Hangar Lot #12 from Ed Lachendro to Robert Zimmerman. Motion carried.

Motion by Fink and seconded by Macheel to transfer the lease on Hangar Lot #40 from Bennet and Stuart Ludtke to Ed Lachendro. Motion carried.

**PURCHASING POLICY AND SPECIFICATION REVIEW:** Kim Nass discussed purchasing and contracting policies, statutes, and responsibilities. It was the consensus of the Committee to review or develop policies for purchasing equipment and contract specifications.

**2021 CAPITAL PURCHASES AND PROJECTS BUDGET REVIEW:** The Committee reviewed and discussed the current proposed equipment purchasing list and the proposed 2021 highway improvement project list and associated funding.

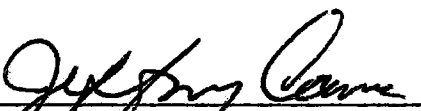
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**DETERMINE NEXT MEETING DATE AND TIME:** The next meeting will be at 8:30 a.m. on December 3, 2020 in the Administration Building.

**FUTURE AGENDA ITEMS:** Review equipment quotations and hot mix asphalt specification policy development.

**FIELD REVIEW:** There was no field review.

**ADJOURN:** The meeting adjourned at 10:36 a.m.

  
Jeffrey Caine – Chairman

  
Dale Macheel – Secretary

**Disclaimer:** The above minutes may be approved, amended, or corrected at the next Committee meeting.